

## Module 4

### Chapter 10

## Processing Reconstruct History Action

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### Chapter Overview

**Introduction**

This chapter explains how to reconstruct an employee's past history

- There will be instances when an employee's past history must be both reconstructed and corrected. For example: an employee's pay was set incorrectly some time ago and the original action needs to be corrected. Subsequent personnel actions involve incorrect pay because of the initial mistake. Therefore, you may have to reconstruct and correct several actions.
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## Processing a Reconstruct History Action

### Purpose


This section explains the steps to reconstruct a record that was processed before or outside of DCPDS. It is required when you need to recreate or correct erroneous pre-conversion actions. The responsibility of **CIVDOD Reconstruct History** is used throughout the process and to establish history in an employee's record prior to conversion into the HR database or after an employee has been accessed to your region using the CAO or Interagency Transfer process.

Examples of a **reconstruct history action** vs. a **correction action**:

- A **reconstruct history action**: A promotion action in Legacy was processed at the wrong step resulting in subsequent errors. The record converted to DCPDS and requires corrective action.
- A **correction action**: An employee's record in DCPDS has an incorrect step that resulted from the entry of a QSI Award.

### How it Works

There are five stages in the process:

Stage	Description
1	The OPF is reviewed to determine what corrective actions are required.
2	The position and employee data in DCPDS is reviewed.
3	In the <b>CIVDOD Personnelist or Classifier</b> responsibility, a position is created or quick copied to establish position history.  <b>Note:</b> A position must be quick copied or created for each action using the <b>CIVDOD Personnelist</b> responsibility
4	In the <b>CIVDOD Reconstruct History</b> Responsibility, subsequent actions that require corrections are reconstructed with the same errors.
5	In the <b>CIVDOD Personnelist</b> responsibility, correct the erroneous actions.

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## Processing a Reconstruct History Action, Continued

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### Before you Begin

Your system administrator must assign you the **CIV DOD Reconstruct History** responsibility with an effective date of 01-01-1996, for the type of employees you service, i.e., appropriated, non-appropriated (NAF) and LN (a separate one for each country). To begin the process you should:

- Complete a review of the OPF.
- Identify a chronology of events to determine what actions are required to make the record accurate and complete.
- In the **CIVDOD Personnelist** responsibility:
  - Review the employee's record to ensure accurate data came across at conversion, using the employee's **Assignment History** and **Assignment Data** in DCPDS.
  - Build or quick copy a position of assignment. It must exist on the effective date being used for the **Reconstruct History** action.



**Note:** You need a position for the **Reconstruct History**, and positions for subsequent actions required.

- In the **CIVDOD Reconstruct** responsibility:
  - Process an RPA with a **NOA 911 - Reconstruct History** to establish history only. The effective date must be a date prior to the date of the erroneous action, which begins your history, but must be on or after the appointment date.
    - Update HR.
    - Updated HR notification flows to and can be viewed from your Civilian Inbox.
  - Process subsequent pre-conversion actions requiring corrections using the same erroneous data for each action.
    - An employee has only one assignment per day.
    - Salary data must be manually entered.
    - NPAs and Payroll can be suppressed through the DDF in Extra Information. Make sure you open this DDF and identify if you wish to receive an NPA or produce payroll.

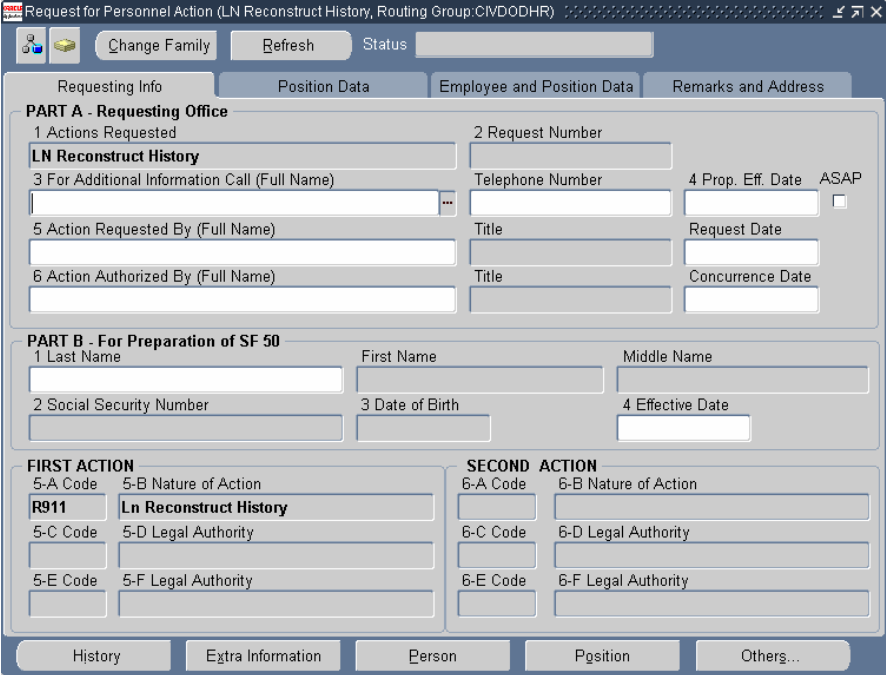
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## Processing a Reconstruct History Action, Continued

### Processing a Reconstruct History Action

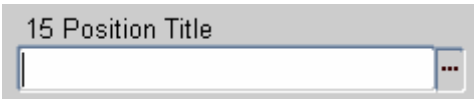

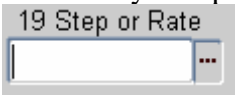

After you build a position (in the Classifier or Personnelist Responsibility), follow these steps to reconstruct a record that was processed before or outside DCPDS that contains errors.

Step	Action
1	Select <b><i>CIVDOD Reconstruct History</i></b> from the responsibilities list
2	<b>Navigation Path</b> <b>II Reconstruct History &lt;Open&gt;</b>
3	<p>The <b>RPA</b> window opens. It is used only to establish history. Subsequent actions requiring reconstruction must be processed using another RPA (while still in the responsibility of CIVDOD Reconstruct History.) This is the only RPA where both the <b>NOA</b> and the <b>Authority Code</b> auto populate. The <b>NOA</b> is <b>911 Reconstruct History</b> and the <b>Authority Code</b> is <b>ZZZ – Not Applicable</b>.</p> 

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## Processing a Reconstruct History Action, Continued

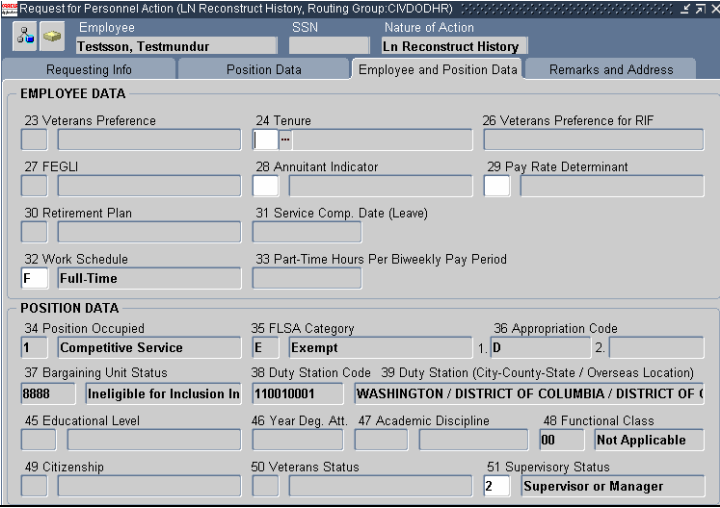
### Processing a Reconstruct History Action (continued)

Step	Action
4	On the Request Info Page, enter the employee's <b><i>Last Name</i></b> and the <b><i>Effective Date</i></b> . All other data fields auto populate.
5	Click <b><i>Position Data</i></b> tab, In the <b>TO INFORMATION</b> section, select the Position Title in <b>Block 15</b> . Select the position you quick copied or created for history to be created. Remember, this is a position the employee was in prior to the action requiring corrective action, and must reflect the same data, i.e., position, pay, and employee data). 
6	Enter the employee's pay from the day history is being created as it was on the original action date. If the information was incorrect, input the incorrect data as it appeared on the <b><i>NOA</i></b> , then process a <b><i>002 Correction</i></b> . After you input the basic pay, locality, and adjusted basic pay, the system totals them in the <b>Total Salary</b> .
7	<p> <b>Note:</b> If you input a step in Block 19, <b><i>Step or Rate</i></b>,   you receive this Message Box instructing you to enter the salary fields. Click the <b>&lt;OK&gt;</b> button.</p> <p> <b>Caution:</b> Be extra careful when you enter the salary fields. You are building history and the <b><i>From</i></b> side of your subsequent or follow-on action will reflect the data on this "Reconstruct" action. If your action is in error, cancel your 911 action using "corrections and cancellation" and start over.</p>

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## Processing a Reconstruct History Action, Continued

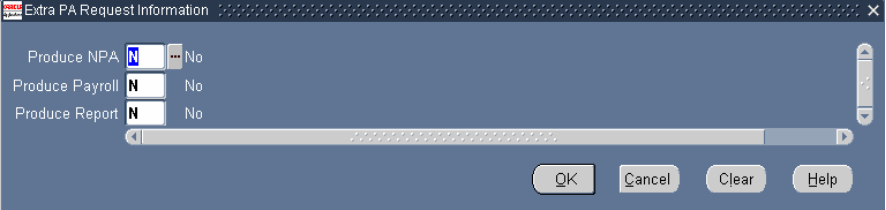
### Processing a Reconstruct History Action (continued)

Step	Action
8	<p>Click the <b>Employee and Position Data</b> tab, Enter required data as it was on the effective date of the action being reconstructed. The source document for this information will normally be an NPA (data entered from original NPA).</p> 
9	Click the <b>Remarks and Address</b> tab. Input information, such as <b>Remarks</b> .
10	<p>Click the <b>&lt;Extra Information&gt;</b> button. Select <b>US/Gov Appt ? Information</b>. And update the <b>Appointment Type</b>.</p> <p><b>Note:</b> The <i>Date Arrived Personnel Office</i> auto populates with the effective date of your reconstruction action. Manually input the correct date. (To find the <i>Date Arrived Personnel Office</i>, go to <b>People → Enter and Maintain → Assignment → &lt;Others&gt; → &lt;Extra Information&gt; → US Gov Assignment Non SF 52.</b>)</p>
11	<p>Select <b>Produce Payroll, NPA, Reports</b>. Enter the appropriate <b>data</b> and click the <b>&lt;OK&gt;</b> button</p> <p><b>Note:</b> This DDF must be opened and saved. If not, the following Error Notification will appear: <b>CIVDOD_911_PAR_EXTRA_INFO</b>.</p>

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## Processing a Reconstruct History Action, Continued

### Processing a Reconstruct History Action (continued)

Step	Action
11 (cont)	<p>The system populates an “N” in all three data fields. If the default is left at “N” (no print of NPA) in the <b>Produce NPA</b> data field, and upon updating HR, you “de-select” printer, the NPA will print through the batch process. (The system is set up so that if the “counter” area of the print process reflects “0,” actions are printed through batch print).</p>  <p><b>Note:</b> Reconstruction actions are mainly used for historical purposes and should not be filed in official personnel folders, nor <b>provided to employees</b>. Therefore, to avoid the possibility of having these NPAs printed, distributed, or filed unnecessarily, follow these steps:</p> <ul style="list-style-type: none"> <li>• Change the “N” to a “Y” in the <b>Product NPA</b> data field, and</li> <li>• Select a printer at the time HR is updated.</li> </ul> <p>This option prints the <b>NPA</b> as soon as you update HR, and it can be destroyed immediately. It also sets the “counter” area of the print process to “1” so another <b>NPA</b> is not produced in the batch print process.</p> <p>(The <b>Produce Report</b> data field is not yet available for use.)</p>
12	Once selections are made, click <OK> button and <b>Save</b> icon.
13	After saving work a decision box will appear asking if you wish to route the request click the <OK> button
	<b>Select Update HR and click the &lt;OK&gt; button.</b>
	<p>The <b>Print Notification</b> Box will have an “X” in it. Remember,</p> <ul style="list-style-type: none"> <li>• If you do not want an <b>NPA</b> to print in Batch, make sure the <b>Print Notification</b> Box is selected, and the DDF in Extra Information has a “Y” for printing the <b>NPA</b>. (You can destroy the SF-50 that prints when you are updating the system.)</li> <li>• If you deselect the <b>Print Notification</b> Box, an <b>NPA</b> will be printed in Batch.</li> </ul>
	<p><b>Note:</b> This history RPA cannot be saved to the Civilian Inbox. However, the Update Hr Completed does save and can be viewed</p>

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## Processing a Reconstruct History Action, Continued

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**Verifying Your Transaction**      You may want to check the assignment history on the employee after the transaction processes.

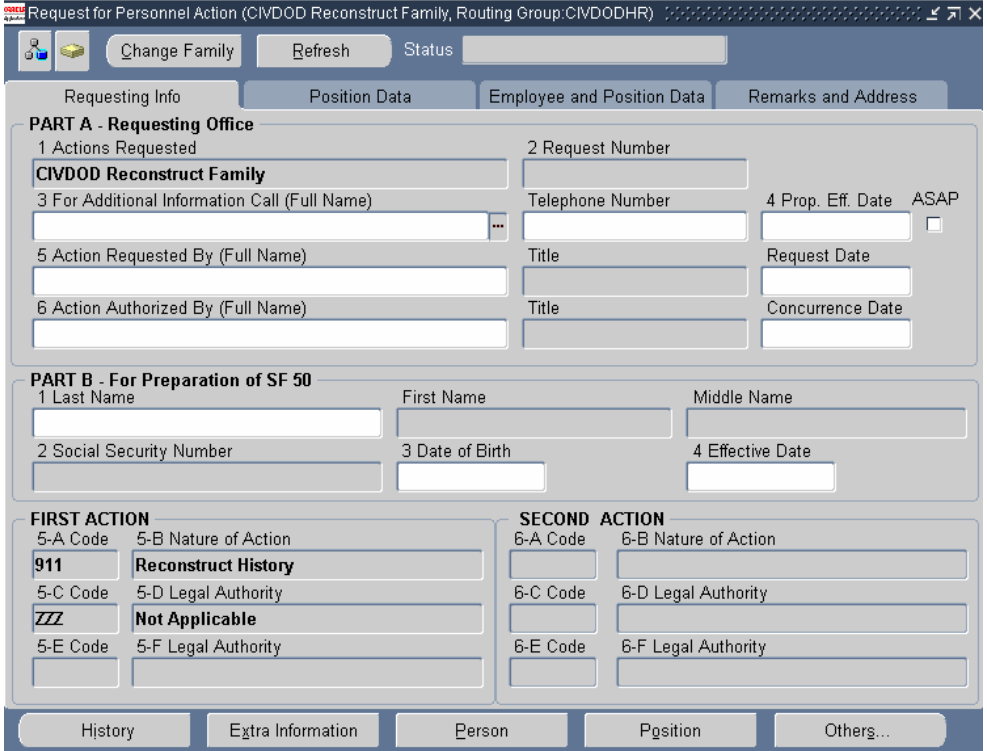
Step	Action
1	<b>Navigation Path</b> → <i>View</i> → <i>Histories</i> → <i>Employee Assignment</i> → <Open>.
2	The <b>Assignment History</b> window opens. Type in the name of the employee whose action you wish to check. Click the < <b>Find</b> > button to view the action.
3	The action can now be processed using the correct NOAs.

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**Reminder**      *Only RPA's created using the CIVDOD Reconstruction History RPA (911) are reconstructive and do not have to pass all of the CPDF edits and component Business Rules.*  
*All other RPA NOA's must pass all applicable CPDF edits and business rules. All RPA's have a Produce Payroll, NPA, Reports DDF to allow suppression of payroll or prevent NPA from printing.*



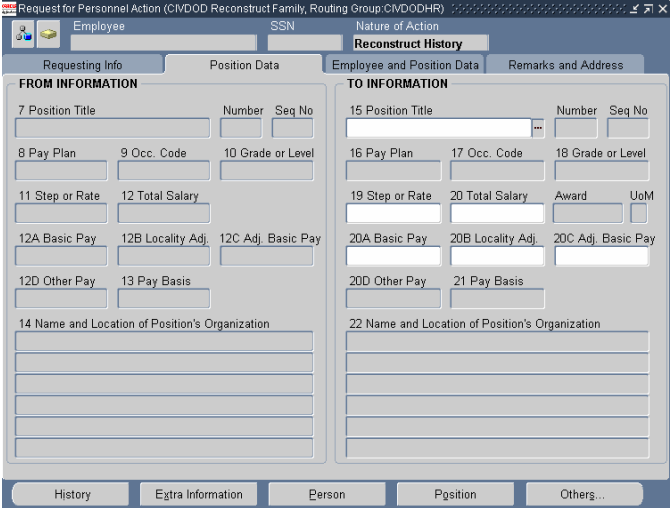
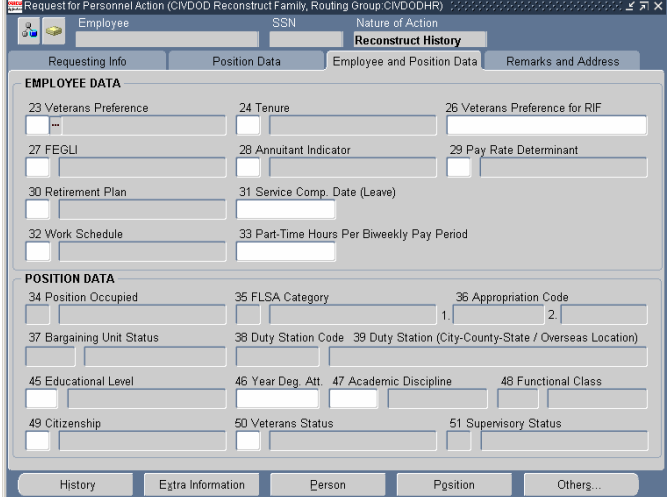
## Processing a Reconstruct History Action, Continued

Step	Action
1	To demonstrate how the CIVDOD Reconstruct History can be used we provide the following example: An employee is due a cash award with an effective date that was prior to conversion into the HR database. Select
2	<p><b>Navigation Path</b> <b>II CIVDOD Reconstruct History &lt;Open&gt;</b>. The RPA window opens and is used only to establish history in an employee record.</p>  <p>When the RPA opens the NOA and LAC are auto-populated with 911 and ZZZ respectively. Enter Effective Date first, and then Last Name or Social Security number of the individual you are re-creating history on.</p>

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## Processing a Reconstruct History Action, Continued

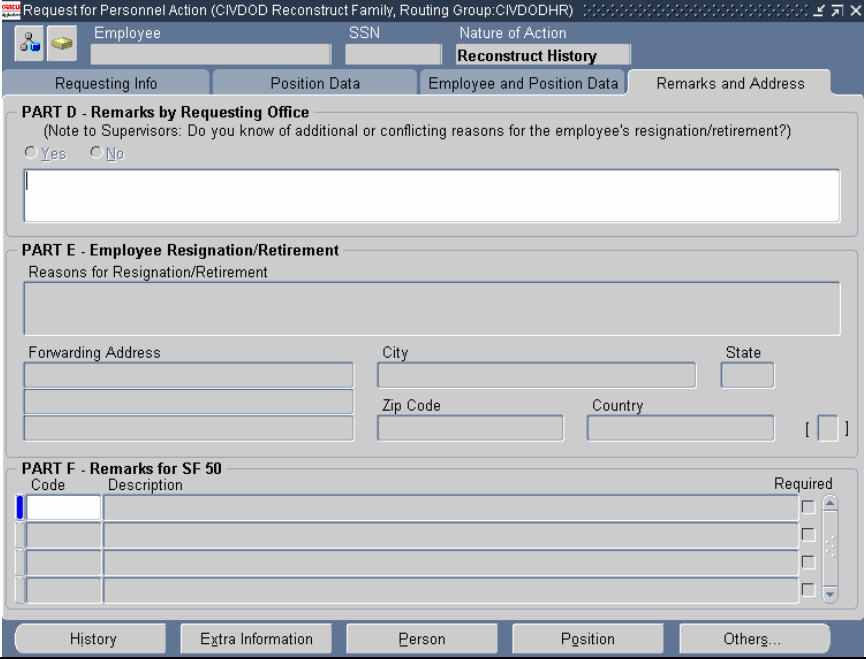
### Reminder (continued)

Step	Action
3	<p>Click the <b>Position Data</b> tab Enter position in the “TO” Information (position identified is what the employee’s assignment was prior to the action being corrected). This will also be the information that’ll reflect on the “FROM” side of the next action when it gets created. Items 20, 20A, 20B and 20C need to be input manually once the step is entered in Block 19.</p> 
4	<p>Click the <b>Employee and Position Data</b> tab. Manually enter items 23 – 32 &amp; 45 – 50. Be extra careful and make sure that the data being entered is reflective of what the employee had at the time of assignment being created. Remember, this will also be the data that’ll reflect on any subsequent RPA.</p> 

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## Processing a Reconstruct History Action, Continued

### Reminder (continued)

Step	Action
5	<p>Click the <b>Remarks and Address</b> tab. Enter applicable remarks in Part F. Once all information has been entered on the RPA then you may update HR to create the history transaction in the employee's record. You will be able to see all of the Reconstruction History RPA transactions in the Completed Personnel Actions window when searching the employee record.</p> 
6	<p>Once you have processed this RPA <b>Exit</b> the window and Select the appropriate RPA from the navigation list to complete the employee's history record being reconstructed (this should be accomplished while still in the CIVDOD Reconstruct History responsibility).</p>

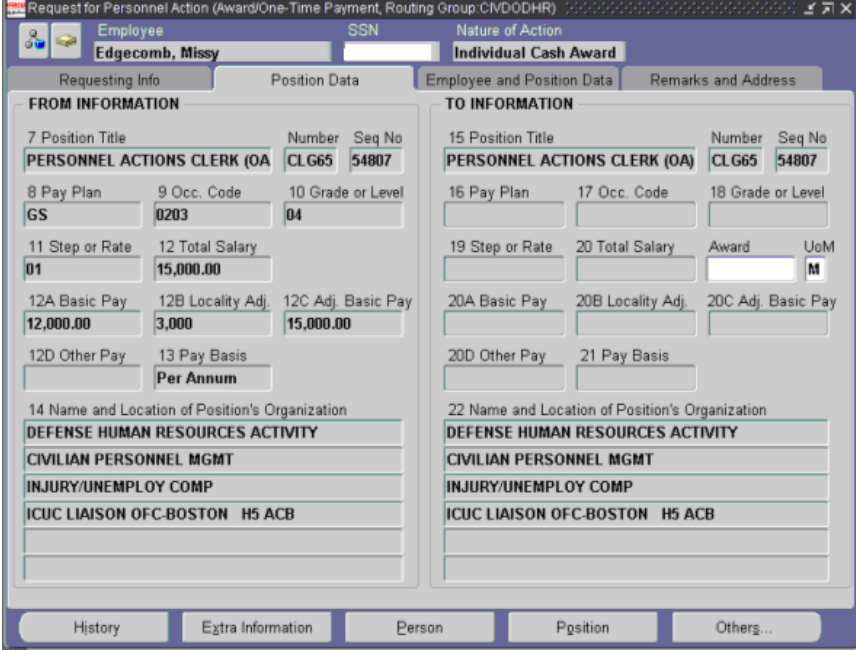
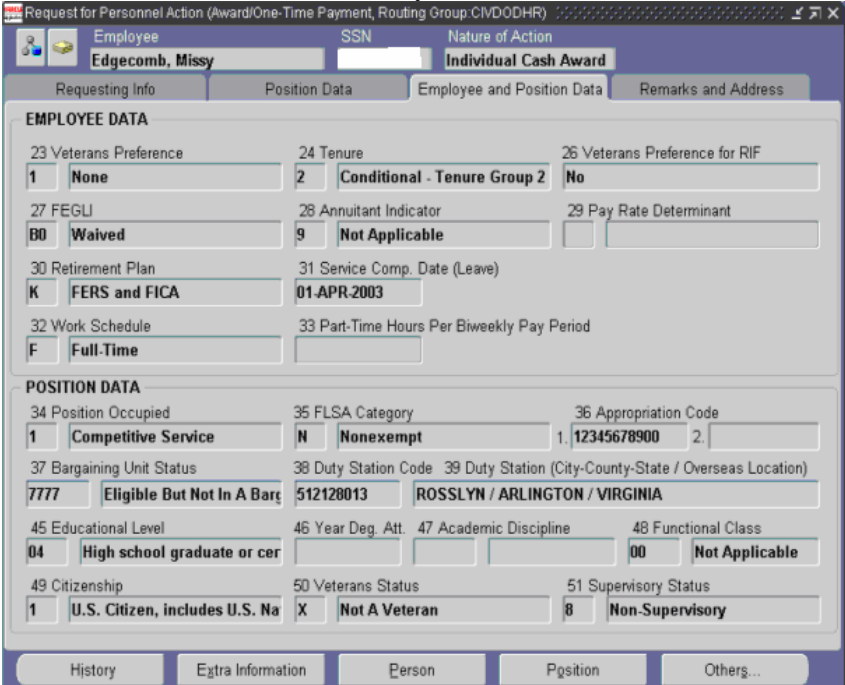
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## Processing a Reconstruct History Action, Continued

Step	Action
7	<p>Once the Reconstruction History RPA has been updated to HR you can initiate and complete a follow on RPA to add the required history transaction i.e. individual was due an individual cash award and it was never processed. <b>Navigation Path</b> <b>Request for Personnel Action</b> <b>Award One-Time Payment</b> <b>&lt;Open&gt;</b></p>

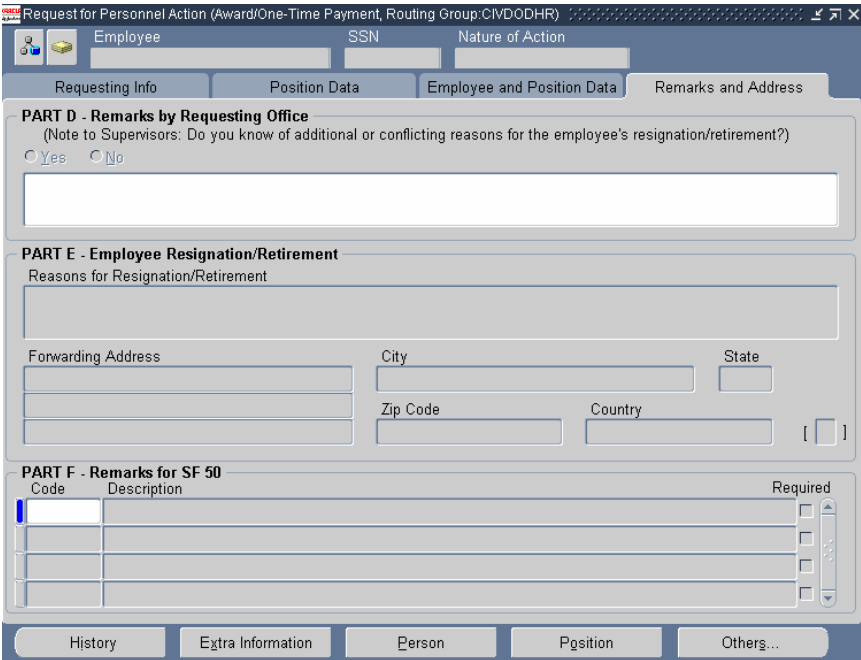
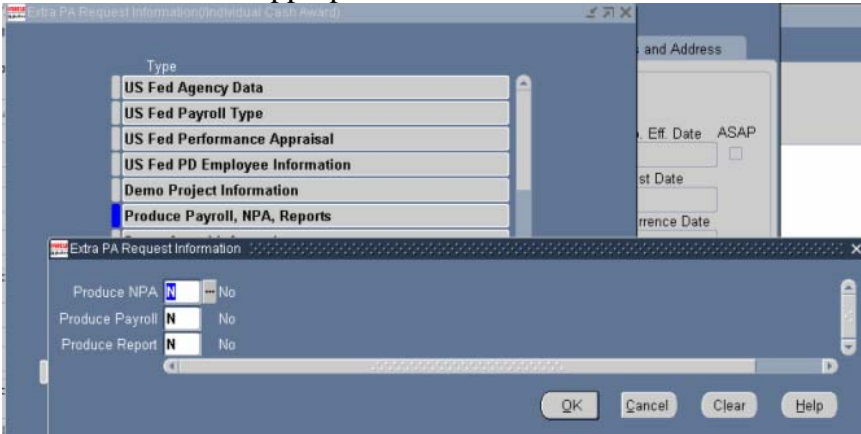
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# Processing a Reconstruct History Action, Continued

Step	Action
8	<p>Click the <b>Position Data</b> tab. The information populated on this page now reflects the information that was input with the 911 Reconstruction History RPA. Enter the award amount.</p> 
9	<p>Click the <b>Employee and Position Data</b> tab. The Employee and Education Data items reflect the information that was manually entered on the reconstruct history RPA.</p> 

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# Processing a Reconstruct History Action, Continued

Step	Action
10	<p>Click the <b>Remarks and Address</b> tab. Enter any applicable remarks in Part F.</p> 
11	Click the <b>&lt;Extra Information&gt;</b> button. This action maybe required to flow to payroll or documentation is needed for the official personnel folder
12	The Extra PA Request Information window will open select <b>Produce Payroll NPA Reports</b> and double click in the Details data field.
13	<p>Enter an “Y” in the appropriate data fields.</p> 
14	Save your changes, exit and update HR. You have now completed the process and should have valid documentation of the missing personnel action.